

## COMMITTEE ON COMMUNITY IMPROVEMENT

April 06, 2021

5:00 p.m.

Chairman Cavanaugh calls the meeting to order.

Matthew Normand, City Clerk, stated due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Committee is authorized to meet electronically.

The Clerk called the roll.

Present: Aldermen Cavanaugh, O'Neil, Sapienza (late), Roy

Absent: Alderman Porter

Messrs.: P. Croasdale, L. LaFreniere, Mayor Craig, J. Nazaka, D. Robinson

4. Amending resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$14,155 for CIP 610020 Housing First.

*Alderman O'Neil moved to approve. Alderman Roy duly seconded the motion.*

*Chairman Cavanaugh called for a vote. Aldermen Cavanaugh, O'Neil and Roy voted yea. Aldermen Sapienza and Porter were absent. The motion carried.*

5. Amending resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$575,000 for CIP 713721 Storage Shed.

*Alderman O'Neil moved to approve. Alderman Roy duly seconded the motion.*

Alderman O'Neil asked Mr. Croasdale why wouldn't you bond it.

Philip Croasdale, Water Works Director, replied because we put it in the FY21 budget.

Alderman O'Neil asked in the operating budget.

Mr. Croasdale answered we budgeted \$300,000 and it came in at \$575,000. We do have funds from other line items we can use. I was just thinking that before the meeting started. We have been bonding a lot but we did have it budgeted for this year and we feel we can pay for it out of our operating budget.

Alderman O'Neil stated unfortunately pricing is crazy right now.

Mr. Croasdale responded yes steel is going up as we speak as well as prices for a lot of other things.

Alderman O'Neil stated lucky you are not building it with wood because I think that would be worse.

***Chairman Cavanaugh called for a vote. Aldermen Cavanaugh, O'Neil and Roy voted yea. Aldermen Sapienza and Porter were absent. The motion carried.***

6. Amending resolution and budget authorizations providing for the transfer and expenditure of funds in the amount of \$13,581.06 to CIP 411421 Radiological Emergency Preparedness.

***Alderman Roy moved to approve. Alderman O'Neil duly seconded the motion. Chairman Cavanaugh called for a vote. Aldermen Cavanaugh, O'Neil and Roy voted yea. Aldermen Sapienza and Porter were absent. The motion carried.***

City Clerk Normand noted that Alderman Sapienza has joined the meeting.

7. Amending resolution and budget authorizations providing for the transfer and expenditure of funds in the amount of \$750,000 to CIP 810121 Affordable Housing Initiatives due to the withdrawal of the application from Veteran's Northeast Outreach Center for a transitional housing project at 284 Hanover Street.

*Alderman Roy moved to approve. Alderman O'Neil duly seconded the motion.*

Alderman O'Neil asked Leon any reappropriation of this money will have to come back to the committee correct.

Leon LaFreniere, Planning & Community Development Director, responded yes.

*Chairman Cavanaugh called for a vote. The motion carried on a unanimous roll call vote.*

8. Bond resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$179,000 for CIP 713821 FY2022 Vehicles (MWW).

*Alderman O'Neil moved to approve. Alderman Sapienza duly seconded the motion.*

Alderman Roy stated Phil I think this is the one that has the dump trucks and all kinds of stuff in it. I think you might have explained it earlier when you talked about the price of steel going up. It said vehicle prices were low this year but in looking at that document, it looked like the dump trucks were significantly higher. They were twice of what previous ones cost in 2006. That number just surprised me and in the letter it said the prices were down. Can you explain why those prices are so much higher? Is this the one with the dump trucks?

Mr. Croasdale replied that is the next one but it is all the same. What I ended up doing was going to our board and asking them to approve...I think I saw this done at the BMA quite a few years ago but we come in with early capital expenditures for the following fiscal year so we can get the orders out now. We have already gone past the 30 day quote with a couple of vendors and with the price of steel going up, the body on one of these vehicles went up \$1,000 in just 30 days. I am being told by the vendors that it is very volatile so every 30 days you can look for increases in prices.

Alderman Roy asked so what you are saying is if we don't jump now, it won't be double the price of what they were in 2006 but even more.

Mr. Croasdale answered yes. We just talked to a salesman from McDevitt and he said the same thing. If you look at the schedule you will see that I am trying to get into a July bond sale because I don't know what is going to happen with interest rates. The last interest rate we got in January was .08% for 10 year bonds. That is less than 1%. When you look at expectation of inflation over the next several years and the price of materials on these vehicles, I am looking to get them sooner rather than later.

Alderman Roy stated I agree with you on that. It was just striking because the other one seemed to be low or at the same level as they were before but these were like double. That's all. Thank you for the explanation.

***Chairman Cavanaugh*** called for a vote. *The motion carried on a unanimous roll call vote.*

9. Bond resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of \$640,000 for CIP 713921 FY2022 Vehicles (MWW).

***Alderman Sapienza** moved to approve. **Alderman O'Neil** duly seconded the motion. Chairman Cavanaugh called for a vote. The motion carried on a unanimous roll call vote.*

10. Bond resolution and budget authorization providing for the acceptance and expenditure of funds in the amount of Two Million Eight Hundred Thousand Dollars (\$2,800,000) for the 2022 CIP 710022 Annual ROW Road Reconstruction (DPW-Highway).

***Alderman O'Neil** moved to approve. **Alderman Sapienza** duly seconded the motion. Chairman Cavanaugh called for a vote. The motion carried on a unanimous roll call vote.*

11. Communication from Matthew Normand, City Clerk, requesting a project extension for CIP 812221 Safe & Secure Election Administration to 6/30/2021.

***Alderman Roy** moved to approve. **Alderman O'Neil** duly seconded the motion. Chairman Cavanaugh called for a vote. The motion carried on a unanimous roll call vote.*

12. Communication from Matthew Normand, City Clerk, requesting permission to apply for a grant of up to \$10,000 from the NH State Library Conservation Plate Grant Program to restore historic and one-of-a-kind ledgers of the Board of Mayor and Aldermen from 1864-1953.

***Alderman Roy** moved to approve. **Alderman O'Neil** duly seconded the motion. Chairman Cavanaugh called for a vote. The motion carried on a unanimous roll call vote.*

13. Communication from Mayor Craig requesting authorization for the Planning and Community Development Department to apply for the Economic Development Administration's Public Works and Economic Adjustment Assistance programs, in partnership with DEKA and ARMI, for a Vertiport.

Chairman Cavanaugh stated I believe we are going to have a presentation.

*Alderman O'Neil moved to approve. Alderman Cavanaugh duly seconded the motion.*

Mayor Craig stated I want to mention to the committee that this is a very exciting opportunity for the City of Manchester partnering with Dean Kamen to bolster ARMI funds even further than where they are right now. Potentially we will have the first Vertiport in the entire United States in the millyard in Manchester. This is something where the application has to come from the municipality. There is no financial obligation on the city and it is important to note that. It has been a great learning opportunity and working relationship in moving this forward and I appreciate your support.

Alderman Sapienza asked if this is the first one in the U.S., where is the plane going to fly to. Is there somewhere for it to land? I notice that Cambridge is mentioned in the literature.

Chairman Cavanaugh stated we do have people from DEKA with us to give a presentation. That might answer some questions.

David Robinson, DEKA, stated I am here to answer any questions you may have.

Alderman O'Neil stated Jodie is on the call. Is she leading this?

Jodie Nazaka, Senior Planner, stated I would be happy to provide an introduction. I think David is calling in so I am not sure he has the ability to share his screen.

Mr. Robinson stated let me see if I can jump on to the meeting and see if I can share some slides.

Ms. Nazaka stated while he is doing that, I can give the committee a brief overview of how staff will be involved with this. Should the Board support this application for a grant I would be the staff lead on that working in concert with DPW, the Regional Economic Development Center as well as DEKA, the airport and all other relevant departments. As already mentioned, this is an application on behalf of Dean Kamen and DEKA for the research, study and development of the Vertiport. The Vertiport is intended to transport life-saving cargos of human tissue to hospitals in Dartmouth and Cambridge. The grants that we would be requesting to submit by the Economic Development Administration provide regions with resources to address various economic needs. As Mayor Craig already stated, the applications must be submitted by the municipality that they are serving. Projects funded by these types of grants support work in opportunity zones, such as the millyard. They typically carry out the community's vision, lead to the creation and retention of jobs, increase private investment, advance innovation, and enhance manufacturing capacities in the region. They provide workforce development opportunities and they also attract direct investment into the area. Manchester would either be applying for the Public Works or Economic Adjustment Assistance Grant which includes CARES Act funding. The average award amount for the Public Works investment grant is approximately \$1.4 million. They average anywhere between \$600,000 and \$3 million. The average amount for the Economic Adjustment Investment has been approximately \$650,000 but ranges anywhere from \$150,000 to \$1 million. We are going to be

looking towards the Regional Economic Development Center on which grant they think is the most appropriate for us to apply for. The grants are accepted on a rolling basis as long as funding is available so there is no set deadline. Most grants are awarded with a 50% federal dollar match, however, eligible applicants may apply for an 80% federal match so an 80/20 and those are usually awarded to opportunity zone projects which we would qualify for. So we will be seeking an 80/20 match. DEKA has already committed to sourcing the required 20% match from private industries meaning there is no financial commitment that will be placed on the city excluding any of my staff time used to coordinate with the Regional Economic Development Center to submit the application. Generally the process for applying for the grant includes complete a draft application, working with the local economic development representative, completing the application and supporting materials and submitting through Grants.gov. DEKA has agreed to cover the Regional Economic Center's cost to prepare and submit the application so again there is no cost to the city for that. If David is set-up, I will turn it over to him to give you a little bit more information on the Vertiport and any conversations he has had with Ted Kitchens at the airport and the state.

Mr. Robinson stated thank you so much for being able to entertain this motion tonight and thank you Mayor Craig for working with us to try to get this project launched. We think it is an exciting project and a great opportunity to use the opportunity zone status of the millyard to help bring something exciting to the millyard. As Jodie alluded to, one of the things we have been working on over the past couple of months is coordinating closely with Ted Kitchens and the Manchester regional authorities and also a new initiative that started at the state level to help understand how the state is going to lead in evtol infrastructure. One of the ways that this project came to us was as a result of working in the millyard. We are developing some new types of technologies around organ transplant and tissues and one of our partners is a local company based in Burlington, VT called



Beta that is developing some of the very first eVTOL infrastructure for the country. If you can see my screen, I can show you a little bit about their technology and what they are working on. They develop an infrastructure for rapidly charging these new electric aircraft because they are all electric and they need that type of charging infrastructure to be able to operate. This application is one of the first applications there could potentially be to ferry organs and tissues for transplant down to hospital systems in Massachusetts or at Dartmouth Hitchcock. That is the application that we are looking at. In terms of some of the coordination work that we have done with Manchester, it has been very important to try to understand how we put this together into a plan that will help expand the catchment area for the Manchester Airport because we want to make sure that we are being a good partner to them as well. Also there are a number of other things that are going to be considered as well so we are going to be convening a series of meetings and commissions to figure out the best way to lean forward into this new technology and develop this approach. The scope of this grant is to help us with planning and help us to determine site selection and some of the other logistics that will go into this implementation. That is our goal for this first phase of the project; to plan where is the best place to put the Vertiport and solve some of the other challenges. One of the aldermen asked if this is the first one where will the others be. There are some other R&D sites that are located in New England for testing purposes and also the eVTOLs themselves can land on normal helipads and other locations. These are the Vertiports that will have the charging capacity for them as well. This would be the first commercial site. I would say that we are in a race against Lake Nona, Florida who has partnered with a German company to try to deploy a similar approach for some of the same reasons as why we want to do it here in NH. They see the economic impact of being able to allow travel in a greater area; quicker more integrated business travel to different places. It is also interesting that it is a medical park down at Lake Nona. With our local partner, Beta, I think

we are well positioned to be the first in the nation on this. With that, if anyone has any questions I would be glad to provide some more detail.

Chairman Cavanaugh stated thank you. I just want to let the committee know that we have to be done with the meeting by 5:30 PM. Please keep that in mind.

Alderman Sapienza asked did you say the grant was going to help you find a site. So you don't have a site selected yet?

Mr. Robinson answered we have a couple of sites that are potential sites. Some that we are learning towards and favor but one of the things we will do early in the planning process is determine whether or not to use the millyard site exclusively or to use the millyard site and an MHT site or just an MHT site. Those are three of the options we would consider during the planning process.

Alderman Sapienza asked so you are considering MHT. I was wondering why you weren't using the airport but it sounds like you might.

Mr. Robinson replied yes.

Alderman O'Neil stated I can't remember if it was the letter from the Mayor or Dean but there is a reference to 15 minute flights to Cambridge. I am just curious what is the flight time to Hanover?

Mr. Robinson responded it would be a very brief flight time because the craft can travel at cruising speeds of about 150 mph and it doesn't take very long to get up to altitude and move quickly. You are talking 15-20 minutes. Most of the time is going to be spent in approach and whatnot. The travel times are actually quite short.

Alderman O'Neil stated thank you and thank you for including the airport in your discussions.

Alderman Roy stated it was said that this needs to be reported out tonight. What are the extenuating circumstances? Is it a timing thing? Do we have a window to get the application in?

Chairman Cavanaugh replied I think it is just more the competition in being the first one. Florida looks like they are moving pretty quickly with their partners and I think it is a good opportunity for Manchester to show that we are supportive of the two groups in this project.

***Chairman Cavanaugh*** called for a vote. The motion carried on a unanimous roll call vote.

*There being no further business, Alderman Roy moved to adjourn. Alderman Sapienza duly seconded the motion. Chairman Cavanaugh called for a vote. The motion carried on a unanimous roll call vote.*

A True Record. Attest.

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee



# **CITY OF MANCHESTER**

## **PLANNING AND COMMUNITY DEVELOPMENT**

Planning and Land Use Management  
Building Regulations  
Community Improvement Program  
Zoning Board of Adjustment


Leon L. LaFreniere, AICP  
Director

Pamela H. Goucher, AICP  
Deputy Director - Planning & Zoning

Michael J. Landry, PE, Esq.  
Deputy Director - Building Regulations

### **MEMORANDUM**

To: Alderman Kevin Cavanaugh,  
Chairman, CIP Committee

From: Leon L. LaFreniere, AICP   
Director, Planning and Community Development

Date: March 29, 2021

Re: CIP #610020 – Families In Transition – New Horizons – Housing First  
Request for Additional Funding

#### **Existing Funding**

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Families In Transition has contacted this office requesting \$14,155 of HOME funds to support the ongoing Housing First Tenant Based Rental Assistance program through the end of FY 2022. CIP Staff recommends that the CIP Committee consider adding \$14,155 of HOME funds to their budget to get them through FY 2022.

This utilization of HOME funds for this project is an appropriate use in accordance with Federal requirements and the goals of the City's Consolidated Plan. At this time, unprogrammed HOME funds are available for this project.

Families In Transition respectfully requests your review of this request and for a favorable recommendation of approval to the full Board.

As such, we have prepared the appropriate CIP Amending Resolution and Budget Authorization Form necessary to appropriate funding for the project.

**CIP BUDGET AUTHORIZATION**

CIP#:	610020	Project Year:	2020	CIP Resolution:	6/10/2019
Title:	Housing First	Amending Resolution:	4/20/2021		
Administering Department	Families in Transition-New Horizons	Revision:	#1		

Project Description: To provide for rental subsidies to homeless clients and reimburse for administrative costs.

**Federal Grants**

Federal Grant: Yes  
Grant Executed:

**Environmental**

Review Required: Yes  
Completed: Pending

**Critical Events**

1.	Project Initiation	7/1/2019
2.	Project Completion	6/30/2022
3.		
4.		
5.		
		6/30/2022

**Line Item Budget**

	HOME			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$54,155.00	\$0.00	\$0.00	\$54,155.00
<b>TOTAL</b>	<b>\$54,155.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$54,155.00</b>

**Revisions:** Revision #1 - Increases budget \$14,155 from \$40,000 to \$54,155.

**Comments**

Authorization of HOME funds is contingent upon HUD grant execution. Additional funds for Revision #1 to come from unprogrammed HOME funds.

*City of Manchester*  
*New Hampshire*

*In the year Two Thousand and Twenty One*

**A RESOLUTION**

“Amending the FY 2020 Community Improvement Program, authorizing and appropriating funds in the amount of Fourteen Thousand One Hundred Fifty Five Dollars (\$14,155) for FY 2020 CIP 610020 Housing First.”

**Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:**

WHEREAS, the Board of Mayor and Aldermen has approved the 2020 CIP as contained in the 2020 CIP budget; and

WHEREAS, the 2020 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate unprogrammed HOME funds in the amount of \$14,155 for the Housing First program;

NOW, THEREFORE, be it resolved that the 2020 CIP be amended as follows:

**By increasing:**

FY 2020 CIP 610020 Housing First - \$14,155 HOME

Resolved, that this Resolution shall take effect upon its passage.



*Providing a Home. Building Hope.*



FOR NEW HAMPSHIRE, INC.  
SOUP KITCHEN • FOOD PANTRY • HOMELESS SHELTERS

March 3, 2021

Jeff Belanger  
CIP Planner  
Planning and Community Development  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

Dear Jeff Belanger,

Please see below for a request for additional HOME funds to support the ongoing Housing First TBRA program for single chronically homeless individuals through the end of FY2022

Current remaining HOME funds:	\$9,470
Cost to continue housing current participants through June 30, 2022	-\$23,625
<b>Total HOME funds requested</b>	<b><u>\$14,155</u></b>

Thank you for your consideration of this request. As always, please feel free to call or email anytime if you have any questions regarding this request or any of FIT's programs and services.

Sincerely,

Maria Devlin  
President & CEO

**RESIDENTIAL LEASE**

Whereas 241-247 Pine Street Associates, with an address of 470 Mast Road in Goffstown, NH 03045 (hereinafter known as Lessor), owns property at 241 Pine Street, Manchester, NH 03103, and, whereas Steve Campbell (hereinafter known as Lessee) desires to lease a residential unit at the above property. The Lessor and Lessee enter into this Residential Lease Agreement to the terms, covenants and conditions set forth below.

**1. Premises and Terms**

The Lessee shall rent the Unit 350 for a period of 12 Months commencing January 1, 2021 and will be effective until December 31<sup>st</sup> 2021. A Thirty day notice is required before move out at \$ 800.00 Dollars per month, payable in advance on the first of each month, TIME BEING OF THE ESSENCE. Owner reserves the right to increase the rent.

**2. Security Deposits**

**Note: Security Deposits shall not at any time be used as rent payment or as last month's rent.**

The Lessee shall pay the amount of \$700.00 (See Addendum A) dollars as security deposit to be held by Lessor until the termination of Lessee's occupancy. Deposits will be held and returned under the terms of New Hampshire Landlord and Tenant Law currently in effect. Pursuant to RSA 540-A:6 any conditions in the rental unit in need of repair or correction shall be noted on the Security Deposit receipt or otherwise given to the landlord within 5 days of occupancy. Except as noted on this receipt, or otherwise provided to the landlord in writing within 5 days of the occupancy, the tenant accepts the unit as free from defects or items requiring repair.

Deductions from this security deposit will result from costs incurred to repair any damages other than reasonable wear and tear. Refer to Addendum A.

Deductions will also result to compensate Lessor for any lost rent caused by Lessee's failure to provide written intent to vacate premises to Lessor, Thirty (30) days in advance of the date of the lease expiration.

**3. Fees**

**Rent is due the 1<sup>st</sup> of Each Month, TIME BEING OF THE ESSENCE.**

Lessee shall pay a late charge of \$50.00 on payments received after 5:00 PM on the 5<sup>th</sup> of each month.

A \$50.00 NSF fee will be applied to all payments returned to our office due to insufficient funds in addition to the \$50.00 Late Fee. After two (2) such returned check incidents, the only acceptable method of payment will be money order, treasury check or cash.



IN WITNESS WHEREOF, the parties have executed this lease this 21<sup>ST</sup> day of December, 2020.

Lessee Signs in Receipt of ONE set of keys.

  
Signed, Authorized Agent

TOM Morgan  
Printed, Authorized Agent

12/21/2020  
Date

  
Signed, Lessee

STEVE Campbell  
Printed, Lessee

12/21/2020  
Date

**RESIDENTIAL LEASE**

Whereas 241-247 Pine Street Associates, with an address of 470 Mast Road in Goffstown, NH 03045 (hereinafter known as Lessor), owns property at 241 Pine Street, Manchester, NH 03103, and, whereas Michael Gillis (hereinafter known as Lessee) desires to lease a residential unit at the above property. The Lessor and Lessee enter into this Residential Lease Agreement to the terms, covenants and conditions set forth below.

**1. Premises and Terms**

The Lessee shall rent the Unit 357 for a period of 12 Months commencing January 1, 2021 and will be effective until December 31<sup>st</sup> 2021. A Thirty day notice is required before move out at \$ 775.00 Dollars per month, payable in advance on the first of each month, TIME BEING OF THE ESSENCE. Owner reserves the right to increase the rent.

**2. Security Deposits**

**Note: Security Deposits shall not at any time be used as rent payment or as last month's rent.**

The Lessee shall pay the amount of \$675.00 (See Addendum A) dollars as security deposit to be held by Lessor until the termination of Lessee's occupancy. Deposits will be held and returned under the terms of New Hampshire Landlord and Tenant Law currently in effect. Pursuant to RSA 540-A:6 any conditions in the rental unit in need of repair or correction shall be noted on the Security Deposit receipt or otherwise given to the landlord within 5 days of occupancy. Except as noted on this receipt, or otherwise provided to the landlord in writing within 5 days of the occupancy, the tenant accepts the unit as free from defects or items requiring repair.

Deductions from this security deposit will result from costs incurred to repair any damages other than reasonable wear and tear. Refer to Addendum A.

Deductions will also result to compensate Lessor for any lost rent caused by Lessee's failure to provide written intent to vacate premises to Lessor, Thirty (30) days in advance of the date of the lease expiration.

**3. Fees**

**Rent is due the 1<sup>st</sup> of Each Month, TIME BEING OF THE ESSENCE.**

Lessee shall pay a late charge of \$50.00 on payments received after 5:00 PM on the 5<sup>th</sup> of each month.

A \$50.00 NSF fee will be applied to all payments returned to our office due to insufficient funds in addition to the \$50.00 Late Fee. After two (2) such returned check incidents, the only acceptable method of payment will be money order, treasury check or cash.

IN WITNESS WHEREOF, the parties have executed this lease this 21<sup>ST</sup> day of December, 2020.

Lessee Signs in Receipt of ONE set of keys.

Signed, Authorized Agent

DM Nagan  
Printed, Authorized Agent

12/21/2020  
Date

2 Mike Gillis  
Signed, Lessee

MIKE Gillis  
Printed, Lessee

12/21/2020  
Date



# MANCHESTER WATER WORKS

281 LINCOLN STREET • MANCHESTER, NEW HAMPSHIRE 03103-5093 • 603-624-6494



## BOARD OF WATER COMMISSIONERS

February 24, 2021

Chairman Kevin Cavanaugh  
Committee on Community Improvement  
C/O City Clerk's Office  
One City Hall Plaza  
Manchester, NH 03101

WILLIAM R. TROMBLY, JR.  
PRESIDENT

LINDA L. MICCIO  
CLERK

EX OFFICIO  
HON. JOYCE CRAIG  
MAYOR

PHILIP W. CROASDALE  
DIRECTOR

### Re: CIP Project FY2021 – Distribution Storage Building

Chairman Cavanaugh and Honorable Committee Members,

I'm requesting the Committee on Community Improvement add a CIP Project Authorization for the following project for FY2021: Distribution Storage Building adjacent to the Water Treatment Plant on Lake Shore Road in the amount of \$575,000. Funding will be from operations.

The purpose of the building will be to store distribution material (hydrants, valves, fittings, etc.) that is currently kept outside on the ground in the adjacent areas, and at other locations around the treatment plant campus. This building will allow us to centralize all of our inventory under one roof and make it more accessible during times of bad weather (rain, snow, darkness).

The building will be; a pre-engineered metal, 125' X 75' (9,375 SF) with 14' (H) X 16' (W) overhead drive-through doors at either end; Along the east side of the building will be a 14' overhang (lean-to) and four (4) coil doors with manual chain operators spaced apart the length of the building (additional 1,750 SF); metal standing seam roof will be 2/12 pitch; 3'X3" louver at each gable end of the building; Power to the building will be used to operate the drive-through doors, provide adequate lighting inside and outside of the building and to provide power for vehicle block heaters outside of the building for diesel fuel vehicles during times of low temperature; The roof will have a four-inch blanket of R13 insulation with white vinyl condensation skin and the walls will be non-insulated.

The Manchester Water Works Board of Water Commissioners authorized this project in the FY2021 Budget.

Thank you for consideration to the above. I will be in attendance at the next CIP Meeting to answer any questions that may arise related to this request.

Sincerely,

A handwritten signature in cursive script, appearing to read "Philip W. Croasdale".

Philip W. Croasdale, Director

**CIP BUDGET AUTHORIZATION**

CIP#: 713721

Project Year: 2021

CIP Resolution: 6/9/2020

Title: Storage Shed

Amending Resolution: 4/20/2021

Administering Department: Water Works

Revision:

Project Description: To build a 125' by 75' (9,375 sq ft) storage shed at the Water Treatment Plant. This storage building will provide additional covered parking to extend the useful life of vehicles and equipment. Additionally, it will provide covered storage for materials in our pipe yard.

**Federal Grants**

Federal Grant: No

**Environmental**

Review Required: No

Grant Executed:

Completed:

**Critical Events**

1.	Project Initiation	5/1/2021
2.	Project Completion	7/31/2021
3.		
4.		
5.		
		7/31/2021

**Line Item Budget**

	ENTERPRISE			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$575,000.00	\$0.00	\$0.00	\$575,000.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$575,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$575,000.00</b>

**Revisions:**


**Comments**

Source of Funds: Operations

*City of Manchester*  
*New Hampshire*

*In the year Two Thousand and Twenty One*

**A RESOLUTION**

“Amending the FY2021 Community Improvement Program, authorizing and appropriating funds in the amount of Five Hundred Seventy Five Thousand Dollars (\$575,000) for the FY 2021 CIP 713721 Storage Shed.”

**Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:**

WHEREAS, the Board of Mayor and Aldermen has approved the 2021 CIP as contained in the 2021 CIP budget; and

WHEREAS, the 2021 CIP contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to allocate ENTERPRISE funding for the building of a storage shed at the Water Treatment Plant on Lake Shore Road;

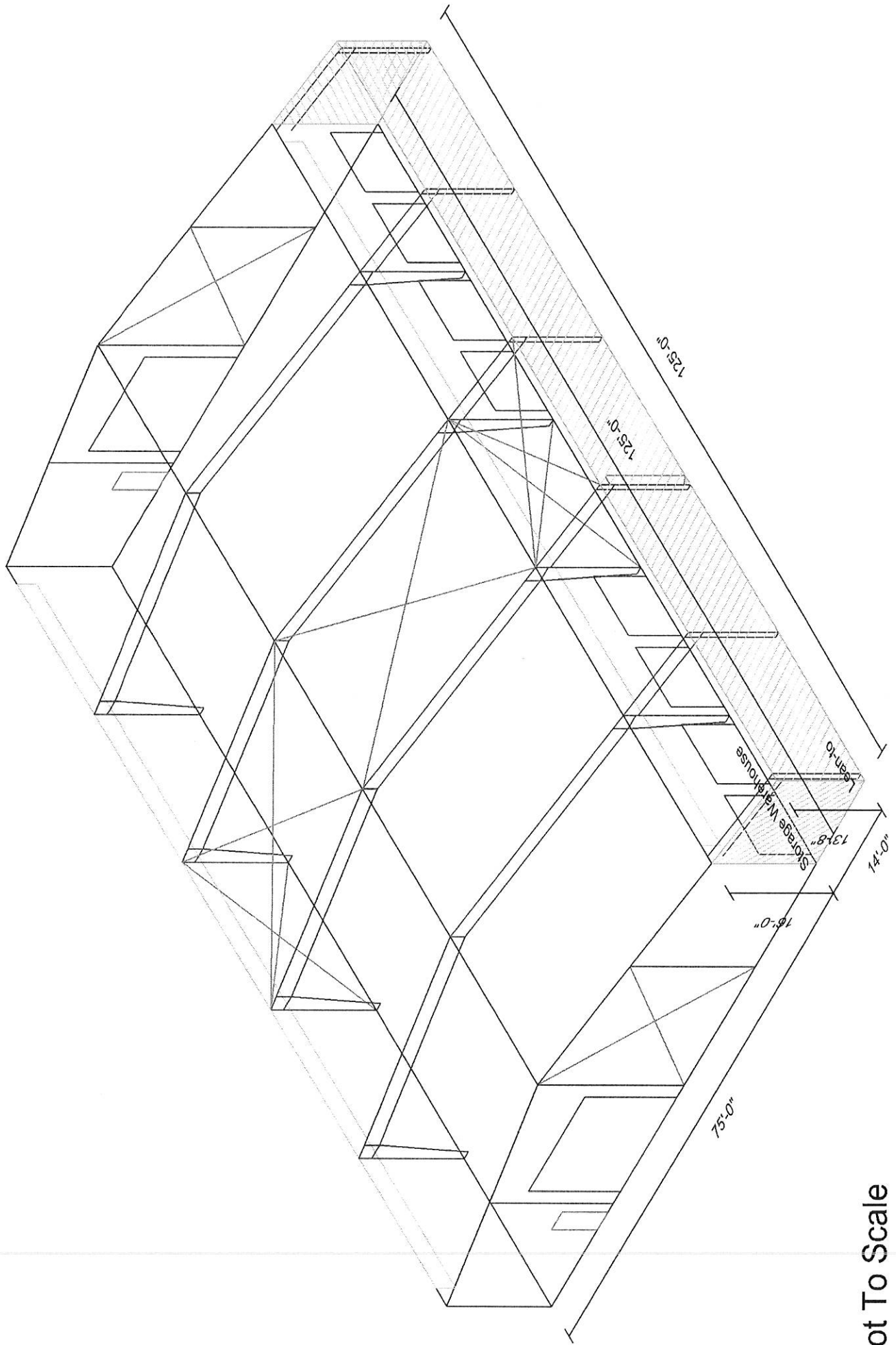
NOW, THEREFORE, be it resolved that the 2021 CIP be amended as follows:

**By adding:**

FY 2021 CIP 713721 Storage Shed - \$575,000 ENTERPRISE

Resolved, that this Resolution shall take effect upon its passage





Lot To Scale




Daniel A. Goonan  
Chief of Department



Andre R. Parent  
Assistant Chief

## City of Manchester *Fire Department*

TO: Alderman Cavanaugh, CIP Committee Chair

FROM: Chief Daniel A. Goonan 

DATE: March 23, 2021

RE: RERP FY21

---

Each year we are granted \$13,500 in flat rate funds as part of our Radiological Emergency Preparedness (REP) Program. These funds do not expire and can be used across fiscal years. I am requesting permission to move \$2,970.14 in flat rate funds from FY19 and \$10,610.92 in flat rate funds from FY20 to our current FY21 REP budget in order to create a more streamlined budgeting and accounting process.

**CIP BUDGET AUTHORIZATION**

CIP#: 410919 Project Year: 2019 CIP Resolution: 6/12/2018  
Title: Radiological Emergency Preparedness Program Amending Resolution: 4/20/2021  
Administering Department: Fire Department Revision: #3

Project Description: To reimburse the City for costs associated with participation and preparedness in the NH Radiological Emergency Response Plan for Seabrook Station.

**Federal Grants**

Federal Grant: No Environmental Review Required: No  
Grant Executed: Completed:

**Critical Events**

1. Project Initiation	12/18/18
2. Project Completion	12/31/2019
3.	
4.	
5.	
	12/31/2019

**Line Item Budget**

	State			TOTAL
Salaries and Wage	\$24,000.00	\$0.00	\$0.00	\$24,000.00
Fringes	\$12,320.00	\$0.00	\$0.00	\$12,320.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$13,500.00	\$0.00	\$0.00	\$13,500.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$17,029.86	\$0.00	\$0.00	\$17,029.86
<b>TOTAL</b>	<b>\$66,849.86</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$66,849.86</b>

**Revisions:**

Revision #1 - Line item adjustment to move \$56,170 from Equipment to Other.  
Revision #2 - Line item adjustment to move \$36,320 from Other to Salarie (\$24,000) and Fringe (\$12,320).  
Revision #3- Decrease budget \$2,970.14 (from \$69,820.00 to \$66,849.86) and transfer to CIP #411421.

**Comments:**

State funds awarded from NH Dept. of Safety.

**CIP BUDGET AUTHORIZATION**

CIP#: 411620 Project Year: 2020 CIP Resolution: 6/10/2019  
 Title: 2020 Radiological Emergency Preparedness (REP) Amending Resolution: 4/20/2021  
 Administering Department: Fire Dept Revision: #1

Project Description: \$38,700 allocated to the Manchester Fire Department for reimbursement of costs associated with the maintenance and improvement of the REP program.

**Federal Grants**

Federal Grant: No  
 Grant Executed:

**Environmental**

Review Required: No  
 Completed:

**Critical Events**

1. Project Initiation	1/17/2020
2. Project Completion	6/30/2020
3.	
4.	
5.	

**Line Item Budget**

	STATE			TOTAL
Salaries and Wage	\$21,510.00	\$0.00	\$0.00	\$21,510.00
Fringes	\$2,390.00	\$0.00	\$0.00	\$2,390.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$4,189.08	\$0.00	\$0.00	\$4,189.08
<b>TOTAL</b>	<b>\$28,089.08</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$28,089.08</b>

**Revisions:**

Revision #1-Decrease budget \$10,610.92 (from \$38,700 to \$28,089.08) and transfer to CIP #411421.

**Comments:**

STATE: Funds received from the State of New Hampshire Department of Safety.

**CIP BUDGET AUTHORIZATION**

CIP#: 411421

Project Year: 2021

CIP Resolution: 6/9/2020

Title: Radiological Emergency Preparedness Program

Amending Resolution: 4/20/2021

Administering Department: Fire Department

Revision: #1

Project Description: To reimburse the City for costs associated with participation and preparedness in the NH Radiological Emergency Response Plan for Seabrook Station.

**Federal Grants**

Federal Grant: No

**Environmental**

Review Required: No

Grant Executed:

Completed:

**Critical Events**

1.	Project Initiation	9/30/2020
2.	Project Completion	6/30/2021
3.		
4.		
5.		
		6/30/2021

**Line Item Budget**

	STATE			TOTAL
Salaries and Wages	\$10,000.00	\$0.00	\$0.00	\$10,000.00
Fringes	\$4,000.00	\$0.00	\$0.00	\$4,000.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$27,081.06	\$0.00	\$0.00	\$27,081.06
<b>TOTAL</b>	<b>\$41,081.06</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$41,081.06</b>

**Revisions:**

Revision #1-increase budget by \$13,581.06; \$2970.14 from CIP #410919, \$10,610.92 from CIP #411620.

**Comments:**

Source of Funds: NH Dept of Safety Division of Homeland Security and Emergency Management.

# *City of Manchester* *New Hampshire*

*In the year Two Thousand and Twenty One*

## **A RESOLUTION**

“Amending the FY 2019, FY 2020 and FY 2021 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Thirteen Thousand Five Hundred Eighty One Dollars and Six Cents (\$13,581.06) for the FY 2021 CIP 411421 Radiological Emergency Preparedness.”

**Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:**

WHEREAS, the Board of Mayor and Aldermen has approved the 2019, 2020 and 2021 CIP budgets as contained in the 2019, 2020 and 2021 CIP budgets; and

WHEREAS, the 2019, 2020 and 2021 CIP budgets contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to effect the following transfers between Fire Department administered projects; and

NOW, THEREFORE, be it resolved that the 2019, 2020 and 2021 CIP budgets be amended as follows:

**By decreasing:**

FY 2019 CIP 410919 Radiological Emergency Preparedness Program - \$2,970.14 State  
(from \$69,820 to \$66,849.86)

**By decreasing:**

FY 2020 CIP 411620 2020 Radiological Emergency Preparedness (REP) - \$10,610.92 State  
(from \$38,700 to \$28,089.08)

**By increasing:**

FY2021 CIP 411421 Radiological Emergency Preparedness - \$13,581.06 State (from \$27,500 to \$41,081.06)

Resolved, that this Resolution shall take effect upon its passage.



# CITY OF MANCHESTER

## PLANNING AND COMMUNITY DEVELOPMENT

Planning and Land Use Management  
Building Regulations  
Community Improvement Program  
Zoning Board of Adjustment

Leon L. LaFreniere, AICP  
Director

Pamela H. Goucher, AICP  
Deputy Director - Planning & Zoning

Michael J. Landry, PE, Esq.  
Deputy Director - Building Regulations

### MEMORANDUM

To: Alderman Kevin Cavanaugh,  
Chairman, CIP Committee

From: Leon L. LaFreniere, AICP  
Director, Planning and Community Development

Date: March 29, 2021

Re: CIP #610920 – Veterans Northeast 284 Hanover Street Renovation Project  
Withdrawal

---

The Veterans Northeast Outreach Center, Inc. has contacted this office to withdraw their application to \$750,000 of HOME funds for the development of 11 units (8 efficiency, 1 1-BR and 2 2-BR) units of transitional housing for veteran at 284 Hanover Street.

The total development budget for this project was estimated to be \$1,557,938. Veterans Northeast Outreach Center, Inc.'s Board of Director concluded the institution would not be able to repay all the loans involved in completing this project.

Staff recommends that \$750,000 committed to this project is transferred to CIP # 810121 Affordable Housing Initiatives to fund other HOME projects.

As such, we have prepared the appropriate CIP Amending Resolution and Budget Authorization Form necessary to appropriate funding for the project.

**CIP BUDGET AUTHORIZATION**

CIP#: 610920 Project Year: 2020 CIP Resolution: 6/10/2019  
Title: Veterans Northeast - 284 Hanover Street Renovation Project Amending Resolution: 4/20/2021  
Administering Department Planning & Community Development Revision: #1-Close

Project Description: Renovation of 284 Hanover Street resulting in the creation of 11 units of transitional housing for veterans.

**Federal Grants**

Federal Grant: Yes  
Grant Executed:

**Environmental**

Review Required: Yes  
Completed: Pending

**Critical Events**

1.	Program Initiation	3/17/2020
2.	Program Completion	6/30/2021
3.		
4.		
5.		
		6/30/2021

**Line Item Budget**

	HOME			TOTAL
Salaries and Wage	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Revisions:**

Revision #1 Decreases Budget from \$750,000 to \$0, transfers funds to CIP #810121 and closes project.

**Comments**

\$207,141 of funds transferred from CIP #810120 and \$542,859 to come from unprogrammed HOME funds.

# *City of Manchester* *New Hampshire*

*In the year Two Thousand and Twenty One*

## **A RESOLUTION**

“Amending the FY 2020 and FY 2021 Community Improvement Program, transferring, authorizing and appropriating funds in the amount of Seven Hundred Fifty Thousand Dollars (\$750,000) for the FY 2021 CIP 810121 Affordable Housing Initiatives.”

**Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:**

WHEREAS, the Board of Mayor and Aldermen has approved the 2020 and 2021 CIP budgets as contained in the 2020 and 2021 CIP budgets; and

WHEREAS, the 2020 and 2021 CIP budgets contains all sources of funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to transfer unused balances of HOME funds from CIP 610920 Veterans Northeast 284 Hanover Street Renovation Project ; and

NOW, THEREFORE, be it resolved that the 2020 and 2021 CIP budgets be amended as follows:

**By decreasing:**

FY 2020 CIP 610920 Veterans Northeast 284 Hanover Street Renovation Project - \$750,000  
HOME (from \$750,000 to \$0)

**By increasing:**

FY2021 CIP 810121 Affordable Housing Initiatives - \$750,000 HOME (from \$461,750 to \$1,211,750)

Resolved, that this Resolution shall take effect upon its passage.





# Veterans Northeast Outreach Center, Inc.

10 Reed Street, Haverhill, MA 01832 ~ Telephone 978-372-3626

 [www.vneoc.org](http://www.vneoc.org)

 [SForbes@vneoc.org](mailto:SForbes@vneoc.org)

February 10, 2021

Mr. Dan LeClerc  
Planning Board Chairman  
City of Manchester  
1 City Hall Plaza  
Manchester, NH 03101

Dear Chairman LeClerc,

I am writing to regretfully inform you the Veterans Northeast Outreach Center, Inc. (VNEOC) is withdrawing its offer to purchase 298 Hanover Street, Manchester, NH 03104. After reviewing the property pro-forma and VNEOC's capacity to assume/repay \$1.5M of combined mortgage loans, our senior leadership and Board of Directors unanimously decided not move forward with the project.

I acknowledge that VNEOC's letter of intent (written just a few weeks ago) indicated quite the opposite. Our organization was committed to the project and had every intention of purchasing Hanover Street. This was before my realization of the repayment dynamics of the loans provided by the City of Manchester and New Hampshire Finance Authority (NHFA). As someone being on the job for only a couple of weeks, I did not have all the information necessary to make a well-informed decision. I apologize for continuing a process that was already too long to begin with.

Although VNEOC may withdrawing from the Hanover Street project, we are still committed in acquiring property in New Hampshire in direct support of the veteran community. We hope to be a collaborative partner that provides the transitional and permanent housing opportunities I spoke of in my previous letter.

Please contact me if you have any questions or concerns.

Sincerely,



Scott Forbes  
Executive Director

---

Federal IRS Tax Exempt 501(c)(3) # 04-2879409



# MANCHESTER WATER WORKS

281 LINCOLN STREET • MANCHESTER, NEW HAMPSHIRE 03103 • (603) 624-6494



## BOARD OF WATER COMMISSIONERS

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Clerk

Ex Officio  
HON. JOYCE CRAIG  
Mayor

PHILIP W. CROASDALE  
Director

March 1, 2021

Chairman Kevin Cavanaugh  
Committee on Community Improvement  
C/O City Clerk's Office  
One City Hall Plaza  
Manchester, NH 03101

### **Re: Request FY2022 CIP Project and Bond Authorization**

Chairman Cavanaugh and Honorable Committee Members,

I'm requesting the Committee on Community Improvement to:

- Add a CIP Project Authorization for FY2022 for purchase of vehicles and heavy equipment in the amount of \$819,000 (see attached schedule) and:
- Authorize to finance these purchases through bonds, notes or lease purchases.

As indicated on attached spreadsheet, we would finance the purchases with two (2) GO Bonds. One would be \$640K over ten (10) years and a second for \$179,000 over seven (7) years. Recently, we bonded through the NH Municipal Bond Bank for similar vehicles over ten (10) years with a true interest rate of .81%. We are hopeful that rates continue to hold steady in anticipation of bonding these FY2022 vehicles in July.

Factors supporting bonding of vehicles and heavy equipment:

- As mentioned above, rates are very favorable.
- Cost of the vehicles will spread evenly over 7-10 years. Expected life of vehicles are 10-20 yrs.
- Vehicles are less expensive today. Cost of inflation at nominal rate (Ex. 2% per year) would exceed total interest paid per vehicle in just three (3) years.
- The four large vehicles will take six (6) months to one year to deliver. Existing vehicles will have that much more wear and tear. Already over past couple of years we've seen a significant increase in maintenance costs and down time.
- Taking advantage of higher resale value of old vehicles. We estimate we can sell these assets for \$130K (see attached).

**CIP Project FY2022**

**Page two**

**March 1, 2021**

- Looking at FY2022 cash flow, as the spreadsheet indicates, proceeds from the sale of the old vehicles (\$130K) would offset the Principal and Interest (P&I) of the new vehicles and equipment purchased for FY2022, FY2023 and partial of FY2024.
- Factoring in even a minimal inflation of vehicle costs of 2% per year, at the current interest rates we calculated in just three years, inflation would exceed the borrowing cost (interest) in total.

Taking into account the above factors, I feel this is the right timing and a good opportunity to continue to replace our existing fleet considering the age of the vehicles, the increasing annual maintenance costs, the value of replaced vehicles to be sold and the cost to borrow and lock in a fixed cash flow for the next 7-10 years.

The Manchester Water Works Board of Water Commissioners voted to add the above purchases to the FY2022 Budget and proved the authorization to borrow bonds, notes, or lease purchases to fund the purchases at the February 25, 2021 Regular Monthly Board Meeting.

I will be available before the Committee at the next meeting to answer any questions the Committee may have.

Sincerely,

*Philip W. Croasdale*

Philip W. Croasdale, Director

Cc: Honorable Joyce Craig, Mayor  
Sharon Wickens, Finance Director

attachments

**CIP BUDGET AUTHORIZATION**

CIP#: 713821

Project Year: 2021

CIP Resolution: 6/9/2020

Title: FY2022 Vehicles

Amending Resolution: 4/20/2021

Administering Department Water Works

Revision:

Project Description:

Purchase 5 vehicles to replace existing: two F-350's, Chevy Traverse, Kubota Tractor and Kubota RTV

**Federal Grants**

Federal Grant:

No

**Environmental**

Review Required:

No

Grant Executed:

Completed:

**Critical Events**

1. Project Initiation

7/1/2021

2. Project Completion

6/30/2028

3.

4.

5.

6/30/2028

**Line Item Budget**

BOND

Salaries and Wages

\$0.00

\$0.00

\$0.00

TOTAL

\$0.00

Fringes

\$0.00

\$0.00

\$0.00

\$0.00

Design/Engineering

\$0.00

\$0.00

\$0.00

\$0.00

Planning

\$0.00

\$0.00

\$0.00

\$0.00

Consultant Fees

\$0.00

\$0.00

\$0.00

\$0.00

Construction Admin

\$0.00

\$0.00

\$0.00

\$0.00

Land Acquisition

\$0.00

\$0.00

\$0.00

\$0.00

Equipment

\$0.00

\$0.00

\$0.00

\$0.00

Overhead

\$0.00

\$0.00

\$0.00

\$0.00

Construction Contracts

\$0.00

\$0.00

\$0.00

\$0.00

Other

\$179,000.00

\$0.00

\$0.00

\$179,000.00

**TOTAL****\$179,000.00****\$0.00****\$0.00****\$179,000.00****Revisions:****Comments**

Source of Funds: 7 Year GO Bond through the NH Municipal Bond Bank.

# *City of Manchester* *New Hampshire*

*In the year Two Thousand and Twenty One*

## **A RESOLUTION**

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Hundred Seventy Nine Thousand Dollars (\$179,000) for the 2021 CIP 713821 FY2022 Vehicles (MWW).”

**Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:**

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of One Hundred Seventy Nine Thousand Dollars (\$179,000) as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing costs of the following public works and improvements of a permanent nature, hereby authorized namely,

Purpose	Amount
2021 – 713821 FY2022 Vehicles (MWW)	\$179,000

It is hereby declared that the vehicles to be financed by said bonds, notes or lease purchases have a useful life in excess of 7 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.

*City of Manchester*  
*New Hampshire*

*In the year Two Thousand and Twenty*

**A RESOLUTION**

“Authorizing Bonds, Notes or Lease Purchases in the amount of One Hundred Seventy Nine Thousand Dollars (\$179,000) for the 2021 CIP 713821 FY2022 Vehicles (MWW).”

**Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:**

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.

**Manchester Water Works**  
**FY 2022 Budget**  
**Vehicle Purchases**

**Vehicle purchases:**

	<b>Cost</b>	<b>Yrs.</b>	<b>Average P&amp;I/yr 1.00%</b>	<b>Total Payout</b>	<b>3 yrs. 2.0% inflation</b>
6-wheel Dump truck (MACK)	140,000				148,400
10-wheel Dump Truck (MACK)	175,000				185,500
Backhoe / Loader (CAT)	150,000				159,000
F-550 (ext cab / body cabinets/ gate machine )	175,000				185,500
Sub-total	<b>640,000</b>	<b>10</b>	<b>67,520</b>	<b>675,200</b>	<b>678,400</b>
F-350 (Reg cab / body cabinets)	50,000				53,000
Traverse	26,000				27,560
F-350 (Reg cab) (diesel refuel tank)	33,000				34,980
Kubota Tractor M9540 (hydrostatic)	50,000				53,000
Kubota 4-wheel utility RTV	20,000				21,200
Sub-total	<b>179,000</b>	<b>7</b>	<b>18,616</b>	<b>186,160</b>	<b>189,740</b>
<b>Total vehicles and equipment</b>	<b>819,000</b>		<b>86,136</b>	<b>861,360</b>	<b>868,140</b>
				<b>42,360</b>	<b>49,140</b>

**Vehicle sales:**

	<b>Purchased</b>	<b>Cost</b>	<b>Est. Value</b>
Six wheel Dump truck	1989	35,000	10,000
10 wheel Dump Truck	2006	93,309	30,000
Backhoe / Loader (John Deere)	2001	59,510	10,000
3-1 to Watershed- gate box work			
Specialty Platform Truck	2005	74,706	25,000
10 wheel Platform truck/crane (1986)	1996	74,496	15,000
M.D. Utility service pick-up truck	2014	53,027	15,000
Kubota Tractor M9540 (gear)	2012	33,000	25,000
		<b>423,048</b>	<b>130,000</b>

**Payment schedule**  
**Assumption 1% rate**

FY 2022	4,095
FY 2023	97,314
FY 2024	96,418
FY 2025	95,522
FY 2026	94,626
FY 2027	93,731
FY 2028	92,835
FY 2029	91,939
FY 2030	65,600
FY 2031	64,960
FY 2032	64,320
<b>Total payments</b>	<b>861,360</b>
<b>Total Interest</b>	<b>42,360</b>



# MANCHESTER WATER WORKS

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## BOARD OF WATER COMMISSIONERS

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Ex Officio  
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Mayor

PHILIP W. CROASDALE  
Director

March 1, 2021

Chairman Kevin Cavanaugh  
Committee on Community Improvement  
C/O City Clerk's Office  
One City Hall Plaza  
Manchester, NH 03101

### **Re: Request FY2022 CIP Project and Bond Authorization**

Chairman Cavanaugh and Honorable Committee Members,

I'm requesting the Committee on Community Improvement to:

- Add a CIP Project Authorization for FY2022 for purchase of vehicles and heavy equipment in the amount of \$819,000 (see attached schedule) and:
- Authorize to finance these purchases through bonds, notes or lease purchases.

As indicated on attached spreadsheet, we would finance the purchases with two (2) GO Bonds. One would be \$640K over ten (10) years and a second for \$179,000 over seven (7) years. Recently, we bonded through the NH Municipal Bond Bank for similar vehicles over ten (10) years with a true interest rate of .81%. We are hopeful that rates continue to hold steady in anticipation of bonding these FY2022 vehicles in July.

Factors supporting bonding of vehicles and heavy equipment:

- As mentioned above, rates are very favorable.
- Cost of the vehicles will spread evenly over 7-10 years. Expected life of vehicles are 10-20 yrs.
- Vehicles are less expensive today. Cost of inflation at nominal rate (Ex. 2% per year) would exceed total interest paid per vehicle in just three (3) years.
- The four large vehicles will take six (6) months to one year to deliver. Existing vehicles will have that much more wear and tear. Already over past couple of years we've seen a significant increase in maintenance costs and down time.
- Taking advantage of higher resale value of old vehicles. We estimate we can sell these assets for \$130K (see attached).



**CIP Project FY2022**

**Page two**

**March 1, 2021**

- Looking at FY2022 cash flow, as the spreadsheet indicates, proceeds from the sale of the old vehicles (\$130K) would offset the Principal and Interest (P&I) of the new vehicles and equipment purchased for FY2022, FY2023 and partial of FY2024.
- Factoring in even a minimal inflation of vehicle costs of 2% per year, at the current interest rates we calculated in just three years, inflation would exceed the borrowing cost (interest) in total.

Taking into account the above factors, I feel this is the right timing and a good opportunity to continue to replace our existing fleet considering the age of the vehicles, the increasing annual maintenance costs, the value of replaced vehicles to be sold and the cost to borrow and lock in a fixed cash flow for the next 7-10 years.

The Manchester Water Works Board of Water Commissioners voted to add the above purchases to the FY2022 Budget and proved the authorization to borrow bonds, notes, or lease purchases to fund the purchases at the February 25, 2021 Regular Monthly Board Meeting.

I will be available before the Committee at the next meeting to answer any questions the Committee may have.

Sincerely,

*Philip W. Croasdale*

Philip W. Croasdale, Director

Cc: Honorable Joyce Craig, Mayor  
Sharon Wickens, Finance Director

attachments

**CIP BUDGET AUTHORIZATION**

CIP#: 713921

Project Year: 2021

CIP Resolution: 6/9/2020

Title: FY2022 Vehicles

Amending Resolution: 4/20/2021

Administering Department Water Works

Revision:

Project Description: Purchase 4 large vehicles to replace existing: Six wheel dump truck, 10 wheel dump truck, backhoe/loader, and F-550

**Federal Grants**

Federal Grant:

No

**Environmental**

Review Required:

No

Grant Executed:

Completed:

**Critical Events**

1.	Project Initiation	7/1/2021
2.	Project Completion	6/30/2031
3.		
4.		
5.		
		6/30/2031

**Line Item Budget**

	BOND			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$640,000.00	\$0.00	\$0.00	\$640,000.00
<b>TOTAL</b>	<b>\$640,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$640,000.00</b>

**Revisions:**


**Comments**

Source of Funds: 10 Year GO Bond through the NH Municipal Bank.

# *City of Manchester* *New Hampshire*

*In the year Two Thousand and Twenty One*

## **A RESOLUTION**

“Authorizing Bonds, Notes or Lease Purchases in the amount of Six Hundred Forty Thousand Dollars (\$640,000) for the 2021 CIP 713921 FY2022 Vehicles (MWW).”

**Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:**

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of Six Hundred Forty Thousand Dollars (\$640,000) as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing costs of the following public works and improvements of a permanent nature, hereby authorized namely,

Purpose	Amount
2021 – 713921 FY2022 Vehicles (MWW)	\$640,000

It is hereby declared that the vehicles to be financed by said bonds, notes or lease purchases have a useful life in excess of 10 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.

*City of Manchester*  
*New Hampshire*

*In the year Two Thousand and Twenty*

**A RESOLUTION**

“Authorizing Bonds, Notes or Lease Purchases in the amount of Six Hundred Forty Thousand Dollars (\$640,000) for the 2021 CIP 713921 FY2022 Vehicles (MWW).”

**Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:**

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.

Manchester Water Works  
FY 2022 Budget  
Vehicle Purchases

Vehicle purchases:

	Cost	Yrs.	Average P&I/yr 1.00%	Total Payout	3 yrs. 2.0% inflation
6-wheel Dump truck (MACK)	140,000				148,400
10-wheel Dump Truck (MACK)	175,000				185,500
Backhoe / Loader (CAT)	150,000				159,000
F-550 (ext cab / body cabinets/ gate machine )	175,000				185,500
Sub-total	<u>640,000</u>	10	<u>67,520</u>	<u>675,200</u>	<u>678,400</u>
F-350 (Reg cab / body cabinets)	50,000				53,000
Traverse	26,000				27,560
F-350 (Reg cab) (diesel refuel tank)	33,000				34,980
Kubota Tractor M9540 (hydrostatic)	50,000				53,000
Kubota 4-wheel utility RTV	20,000				21,200
Sub-total	<u>179,000</u>	7	<u>18,616</u>	<u>186,160</u>	<u>189,740</u>
<b>Total vehicles and equipment</b>	<u><u>819,000</u></u>		<u><u>86,136</u></u>	<u><u>861,360</u></u>	<u><u>868,140</u></u>
				<u><u>42,360</u></u>	<u><u>49,140</u></u>

Vehicle sales:

	Purchased	Cost	Est. Value
Six wheel Dump truck	1989	35,000	10,000
10 wheel Dump Truck	2006	93,309	30,000
Backhoe / Loader (John Deere)	2001	59,510	10,000
3-1 to Watershed- gate box work			
Specialty Platform Truck	2005	74,706	25,000
10 wheel Platform truck/crane (1986)	1996	74,496	15,000
M.D. Utility service pick-up truck	2014	53,027	15,000
Kubota Tractor M9540 (gear)	2012	33,000	25,000
		<u>423,048</u>	<u>130,000</u>

Payment schedule  
Assumption 1% rate

FY 2022	4,095
FY 2023	97,314
FY 2024	96,418
FY 2025	95,522
FY 2026	94,626
FY 2027	93,731
FY 2028	92,835
FY 2029	91,939
FY 2030	65,600
FY 2031	64,960
FY 2032	<u>64,320</u>
<b>Total payments</b>	<u><u>861,360</u></u>
<b>Total Interest</b>	<u><u>42,360</u></u>

**Kevin A. Sheppard, P.E.**  
Public Works Director

**Timothy J. Clougherty**  
Deputy Public Works Director



**Commission**  
Patrick Robinson, Chair  
James Burkush  
Trixie Vazquez  
Armand Forest  
Kathleen Sullivan

**CITY OF MANCHESTER**  
*Department of Public Works*

March 31, 2021

Board of Mayor and Alderman  
c/o CITY CLERKS OFFICE  
One City Hall Plaza  
Manchester, NH 03103

Attention: Alderman Kevin Cavanaugh, Chairman, CIP Committee

Subject: FY22 CIP Project – Annual ROW Roadway Rehab

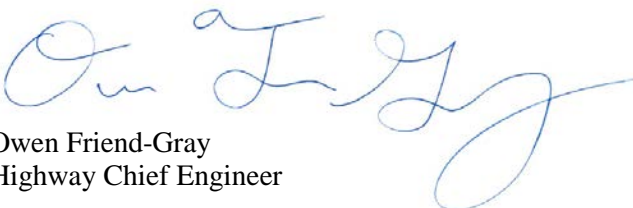
Dear Alderman Cavanaugh,

The Department of Public Works respectfully requests that the Board of Mayor and Alderman consider taking action to approve the above referenced project from the Mayor's proposed FY22 CIP Budget. An early start to this \$2.8M project will allow for continuation of the road program by extending existing contracts. This project represents the funding source for the bulk of road work and paving planned this summer and fall.

Road construction in Manchester will soon begin utilizing the remaining FY21 funds, but we are unable to continue beyond May with construction contracts and scheduling contractors without this early start. The paving industry remains busy across southern New Hampshire, and a mid-season funding interruption will limit our ability to keep up with the annual need for road repair and resurfacing.

This action has routinely been brought to your attention each spring to bridge the gap between the fiscal calendar and the construction season. A DPW representative will attend the April 6<sup>th</sup> meeting to answer any questions.

Very truly yours,



Owen Friend-Gray  
Highway Chief Engineer

Cc: Kevin A. Sheppard, P.E.

**CIP BUDGET AUTHORIZATION**

CIP#: 710022

Project Year: 2022

CIP Resolution:

Title: Annual ROW Roadway Rehabilitation

Amending Resolution: 4/6/2021

Administering Department: DPW-Highway

Revision:

Project Description:

Annual program to preserve, resurface and/or reconstruct streets. This is the continuation of a program to maintain paved streets in good condition and upgrade the City's deteriorating infrastructure. Work will include engineering consultations to maintain and update the current asset database of roadway conditions and advise DPW on upcoming paving plans.

**Federal Grants**

Federal Grant:

No

**Environmental**

Review Required:

No

Grant Executed:

Completed:

**Critical Events**

1. Project Initiation
2. Project Completion
- 3.
- 4.
- 5.

4/1/2021

6/30/2041

6/30/2041

**Line Item Budget**

BOND

Salaries and Wages

\$0.00

\$0.00

\$0.00

\$0.00

Fringes

\$0.00

\$0.00

\$0.00

\$0.00

Design/Engineering

\$0.00

\$0.00

\$0.00

\$0.00

Planning

\$0.00

\$0.00

\$0.00

\$0.00

Consultant Fees

\$0.00

\$0.00

\$0.00

\$0.00

Construction Admin

\$0.00

\$0.00

\$0.00

\$0.00

Land Acquisition

\$0.00

\$0.00

\$0.00

\$0.00

Equipment

\$0.00

\$0.00

\$0.00

\$0.00

Overhead

\$0.00

\$0.00

\$0.00

\$0.00

Construction Contracts

\$0.00

\$0.00

\$0.00

\$0.00

Other

\$2,800,000.00

\$0.00

\$0.00

\$2,800,000.00

**TOTAL****\$2,800,000.00****\$0.00****\$0.00****\$2,800,000.00****Revisions:****Comments:**

Planning Department/Startup Form - 07/1/20

**\$2,800,000.00**

# *City of Manchester* *New Hampshire*

*In the year Two Thousand and Twenty One*

## **A RESOLUTION**

“Authorizing Bonds, Notes or Lease Purchases in the amount of Two Million Eight Hundred Thousand Dollars (\$2,800,000) for the 2022 CIP 710022 Annual ROW Road Reconstruction (DPW-Highway).”

**Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:**

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of Two Million Eight Hundred Thousand Dollars (\$2,800,000) as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing costs of the following public works and improvements of a permanent nature, hereby authorized namely,

Purpose	Amount
2022 CIP 710022 Annual ROW Road Reconstruction (DPW-Highway)	\$2,800,000

It is hereby declared that the infrastructure improvements to be financed by said bonds, notes or lease purchases have a useful life in excess of 20 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.



*City of Manchester*  
*New Hampshire*

*In the year Two Thousand and Twenty One*

**A RESOLUTION**

“Authorizing Bonds, Notes or Lease Purchases in the amount of Two Million Eight Hundred Thousand Dollars (\$2,800,000) for the 2022 CIP 710022 Annual ROW Road Reconstruction (DPW-Highway).”

**Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:**

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

SECTION 6. This Resolution shall take effect upon its passage.

*Matthew Normand*  
*City Clerk*




*JoAnn Ferruolo*  
*Assistant City Clerk*

*Lisa McCarthy*  
*Assistant City Clerk*

**CITY OF MANCHESTER**  
*Office of the City Clerk*

**MEMORANDUM**

To: Committee on Community Improvement  
*Aldermen Cavanaugh, O'Neil, Sapienza, Roy, and Porter*

From: Matthew Normand, City Clerk 

Date: March 22, 2021

Subject: Extension of Project End Date – CIP 812221

On October 6, 2020, the Board of Mayor and Aldermen approved a grant award for our office in the amount of \$65,108 from the Center for Technology and Civic Life for Safe and Secure Election Administration. The grant had an end date of 12/31/2020. The grantor allowed for a six month grant extension for which we applied in January. We have been granted that extension by CTCL.

We are, therefore, requesting approval to extend the project end date for CIP 812221 to 6/30/2021.

Thank you for your consideration.

*Matthew Normand*  
*City Clerk*




*JoAnn Ferruolo*  
*Assistant City Clerk*

*Lisa McCarthy*  
*Assistant City Clerk*

**CITY OF MANCHESTER**  
*Office of the City Clerk*

MEMORANDUM

TO: Committee on Community Improvement  
Aldermen Cavanaugh, O'Neil, Sapienza, Roy, Porter

FROM: Matthew Normand  
City Clerk 

DATE: March 30, 2021

RE: Conservation License Plate Grant Program

We are requesting permission to apply for a grant of up to \$10,000 from the New Hampshire State Library Conservation Plate Grant Program (Moose Plate Grant) to restore historic and one-of-a-kind ledgers of the Board of Mayor and Aldermen. These ledgers document the board's orders from 1864-1953. The orders issued by the Board of Mayor and Aldermen cover a wide variety of historical topics, including bounties related to the Civil War, the construction of schools and bridges, the distribution of smallpox vaccines, and the commissioning of the Lincoln Statue that resides at Memorial High School. The ledgers are in desperate need of conservation treatment, and digitization will allow for these records to be freely accessible to the public online.

The Moose Plate Grant is dedicated to preservation and conservation activities conducted on publicly owned documents and materials. If we are awarded grant-funding, these historic public records will be preserved for future generations of Manchester's citizens. There is no funding match requirement for grant recipients.

Thank you for your consideration.



## CITY OF MANCHESTER

*Joyce Craig*  
*Mayor*

### MEMORANDUM

To: Board of Mayor and Aldermen  
From: Mayor Joyce Craig  
Date: February 25, 2021  
Re: Request to Apply for EDA's Public Works & Economic Adjustment Assistance programs

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Dear Members of the Honorable Board,

For many months, my office, along with the Highway Department and the Planning and Community Development Department has been working with DEKA, ARMI, Southern New Hampshire Planning Commission, and the Regional Economic Development Center (REDC) to discuss ways to advance innovation and technology-based industrial development in Manchester.

One opportunity is ARMI's work in establishing a new manufacturing industry for tissue engineered medical products in Manchester, which, if successful, has the potential to create thousands of jobs in our community. To continue this work, ARMI is investing in infrastructure, and may be eligible to receive grant funding for their proposed Vertiport.

With the Vertiport, in a few years it will be possible to fly from Cambridge to Manchester in 15 minutes. Manchester's emerging Tissue industry provides the opportunity to launch this capability by transporting lifesaving cargoes of human tissue to hospitals in Dartmouth and Cambridge. As a result, we hope this may be the first commercial Vertiport in the United States.

In September 2020, discussions began on a possible submission for the Economic Development Administration (EDA)'s Public Works and Economic Adjustment Assistance (EAA) programs, in support of ARMI's Vertiport. However, program applications must be submitted by the municipality.

These programs provide economically distressed communities and regions with comprehensive and flexible resources to address a wide variety of economic needs. Projects funded by these programs will support work in Opportunity Zones and will support the mission of the City by, among other things, leading to the creation and retention of jobs and increased private investment, advancing innovation, enhancing the manufacturing capacities of regions, providing

workforce development opportunities, and growing ecosystems that attract foreign direct investment.

The EDA program requires an 80/20 match. DEKA has committed to sourcing the required 20% match from private industry, meaning that no financial commitment will be placed on the City, excluding staff time to assist with preparing the application.

The City will work with the REDC to complete and submit the application. The REDC will pull together a majority of the application, including compiling information, editing, and formatting text, writing sections, and assembling the application.

There are sections that the City will be required to write and/or supply to REDC, including engineering cost estimates, environmental narrative, and budget narratives, among other things.

Grants are accepted on a rolling basis, as long as funds are available, so timing is essential.

Given the opportunity this grant presents, I am respectfully asking the Board to authorize the Planning and Community Development Department to apply for the Economic Development Administration's Public Works and Economic Adjustment Assistance programs, in partnership with DEKA and ARMI.

This action will allow City staff to begin work on the application as soon as possible. Thank you for your consideration of this request.



To: Manchester Board of Mayor and Aldermen  
From: Dean Kamen  
Subject: Letter of Support for the EDA Vertiport Grant Application  
Date: February 9, 2021

Mayor Craig and Aldermen,

It's an honor to share with you an opportunity that could have a meaningful impact on the economic trajectory of our city.

The Advanced Regenerative Manufacturing Institute is working to establish a new manufacturing industry for tissue engineered medical products in Manchester. If ARMI is successful in this endeavor, the companies based here will create thousands of high-skilled jobs; careers that are the envy of any thriving city.

Our success is not guaranteed and we face tremendous competition from emerging biotech clusters across the country. We are in a race against San Diego, Washington DC, New York, and San Francisco to establish Manchester as the leading destination for Tissue Engineering. In such a competition, we must align ourselves with the Cambridge biotech ecosystem to include Manchester as a hub for tissue manufacturing. This association will allow us to compete favorably with any city in the world.

The key to making this case is to present entrepreneurs and investors with a tightly integrated regional ecosystem. Many relationships have already been established, but we must also invest in infrastructure to make the linkages between Cambridge and Manchester more explicit.

This is where a Vertiport could add significant value: within a few years it will be possible to fly from Cambridge to Manchester in 15 minutes, in a new breed of electric aircraft. Manchester's emerging Tissue industry provides the perfect opportunity to launch this capability by transporting lifesaving cargoes of human organs to hospitals in Dartmouth and Cambridge. This use case attracted our partner BETA to work with us to establish what may be the first commercial vertiport in the United States.

The Economic Development Administration provides 80% matching grants for opportunity zone projects, and Manchester's Millyard qualifies for this program. EDA has expressed support for our project concept, and the 20% match required will be provided by private industry, meaning that no financial commitment will be placed on the city to apply for this grant.

340 Commercial Street  
Manchester, NH USA 03101-1108  
Tel 603-669-5139 Fax 603-624-0573

In this time of scarce resources, leveraging our private sector commitment to secure matching Federal funds is a responsible way to advance the economic future of our city. On that basis, we respectfully ask the board's approval to submit a grant application to the EDA. Thank you for your consideration in this matter.

Respectfully,

A handwritten signature in black ink, appearing to read "Dean Kamen", with a stylized, flowing script.

Dean Kamen